

To: FDCH Providers

From: (FDCH Sponsor)

Subject: Renewal Materials Deadlines

Date:

The renewal process has been streamlined due to changes in the federal regulations allowing the (FDCH Sponsor) to collect certain information at three-year intervals. Each provider is responsible for updating information in the Application/Agreement and Site Sheets, as well as submission of any required supporting documentation.

Your existing contract ends on September 30, 2008. If your renewal materials are not received in time to be reviewed and approved, we will not be able to authorize payment for those days we are without a contractual relationship.

Please ensure that your renewal materials are submitted by the required deadlines. This will ensure a smooth transition for you, for your sites and for us. Thank you.

TO BE FILLED OUT BY THE SPONSOR

This day care home has been approved to serve the meals checked below to up to _____ enrolled children per day starting on _____, 20_____.

Breakfast____ A.M. Supplement____ Lunch____ P.M. Supplement____ Supper____ Late P.M. Supplement____

Hours of Organized Care: _____ to _____ **Holiday Care:** ____ Yes ____ No

Weekend Care: ____ Yes ____ No

If operating split shifts, please identify shift times: **1st** _____ to _____
2nd _____ to _____
3rd _____ to _____

Days of Care: ____ Sun. ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. ____ Sat.

Provider Signature

Date

Signature of Sponsor Representative

Date